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DDS&T-4101/82

16 DEC 1982

MEMORANDUM FOR: Office Directors

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Senior Scientist and Engineer Program

REFERENCE: DDS&T-3339-82, memo from DDS&T to Office
Directors, same subject, dated 26 July 82

1. Reference memorandum established the Senior Scientist and Engineer Program (SS&EP) for the Directorate of Science and Technology and set forth conditions under which candidates would be selected and assigned to the Program. Subsequently, a number of questions have arisen regarding procedures and qualifications of candidates. To clarify current procedures, improve overall efficiency, and at the same time maintain the integrity of this Program, future nominations, selections, assignments and promotions to the SS&EP will adhere to the following procedures.

A. Entrance Requirements

Nomination memorandum will be prepared in accordance with Attachment A and forwarded to Chief, Administrative Staff, DDS&T. The memorandum should be specific in describing how the nominee meets basic SS&EP requirements. It should also designate the position to be used to accommodate the nominee. As stated in reference, the position must be at the GS-14 level or above. Failure to designate an appropriate position will result in no further action.

Nomination memoranda should be received by the 15th of January and July. These dates have not been arrived at arbitrarily, but, rather, out of necessity to allow sufficient time for Career Service Board review, recommendation, DDS&T approval and PMCD action.

Following DDS&T approval, the Director of Personnel will be advised of the individuals and positions for the SS&EP. The Director of Personnel will be requested to establish these positions at the appropriate grade levels. Positions approved for the Program will appear on staffing complements in the Office of the Director.

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B. Ceiling

Ceiling for the SS&EP will be separately identified and controlled within the Career Service Grade Authorization by the C/AS/DDS&T. Total ceiling will include both SS&EP and regular positions. However, positions and ceiling designated for the SS&EP will be used exclusively for employees in the SS&EP. ✓

SIS ceiling will be determined by applying the same percentage that is used to determine overall DDS&T SIS ceiling to the total number of DDS&T approved SS&EP SIS level positions. This ceiling will be used exclusively for employees in the SS&EP. Additional ceiling transfer from managerial ceiling to SS&EP can be recommended by the CSB.

C. Performance Appraisals

Performance Appraisal Reports will be prepared by the immediate supervisor. For the GS-15's, the appropriate Office Director will be the Reviewing Official, provided he is not the originator, and the A/DDS&T will be the Reviewing Official for all SIS participants in the SS&EP. In addition, Performance Appraisal Reports will be routed through C/AS/DDS&T en route to the Office of Personnel.

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R. E. Nineman

Attachments

- A. Nomination Memo
- B. Checklist
- C. Memo from DDS&T to Office Directors,
dated 26 Jul 82